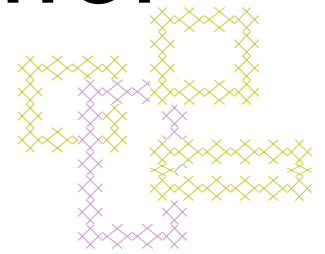


# CHRO Newsletter



Rainy Season

## Don't miss it!!

- Training Announcements

See the back page

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National Security Personnel System

Story by US Employment/Classification Section

The Navy is encouraging its civilian workforce to utilize online curriculum to prepare for implementation of the DOD NSPS. The E-Learning curriculum is available to all Navy and Marine Corps personnel on the E-Learning section of the Navy Knowledge Online (NKO) Website at <https://wwwa.nko.navy.mil>. The following is an excerpt from the Navy NSPS Website.

## High Performance Architecture Training Model

System (NSPS) will allow the Department of Defense and the Department of the Navy to be a more progressive and competitive employer at a time when the national security demands a highly responsive system of civilian personnel management. It will establish new rules for how civilians are hired, assigned, compensated, promoted, and disciplined. Successful deployment of NSPS will require a highly skilled workforce and committed leadership, both military and civilian, throughout our Navy and Marine Corps commands. For the system to work, we must have accountability at all levels. We need managers and supervisors who accept the responsibility and accountability for making the right decisions on behalf of their employees - all of their employees. We also need employees who understand their own responsibility and accountability in establishing performance expectations and outcomes and in developing the competencies they need to successfully meet these goals. Training will play a critical role in preparing our workforce for these roles.

This High Performance Architecture Training Model, shown on the next page, should be used as a tool for front-line employees to senior executives to understand their personal accountability, their role, and the specific results needed to be

successful under NSPS. The model is built around the three critical drivers/phases of our new performance management system: planning, development, and evaluation.

There are five critical NSPS competencies or foundational skills that support this model: coaching and feedback, interpersonal communications, change management, performance management, and strategic alignment (for executives). A recommended approach to acquiring these competencies is through the Navy's blended learning platform of Web-based E-Learning coursework, which addresses all five of these competencies, and formal classroom training in coaching/feedback. **The classroom training began 18 May 05 with the "Coaching for High Performance" workshop for all military and civilian supervisors of U.S. civilian employees. This workshop will be offered at MCB Butler roughly every two months.** The E-Learning courses are available on the Navy Knowledge Online (NKO) Website at <https://wwwa.nko.navy.mil>. The purpose for all course work is to train managers, supervisors and employees in communications, leading change, setting performance goals, and assessing performance outcomes. For managers and super-

(Continued on page 2)



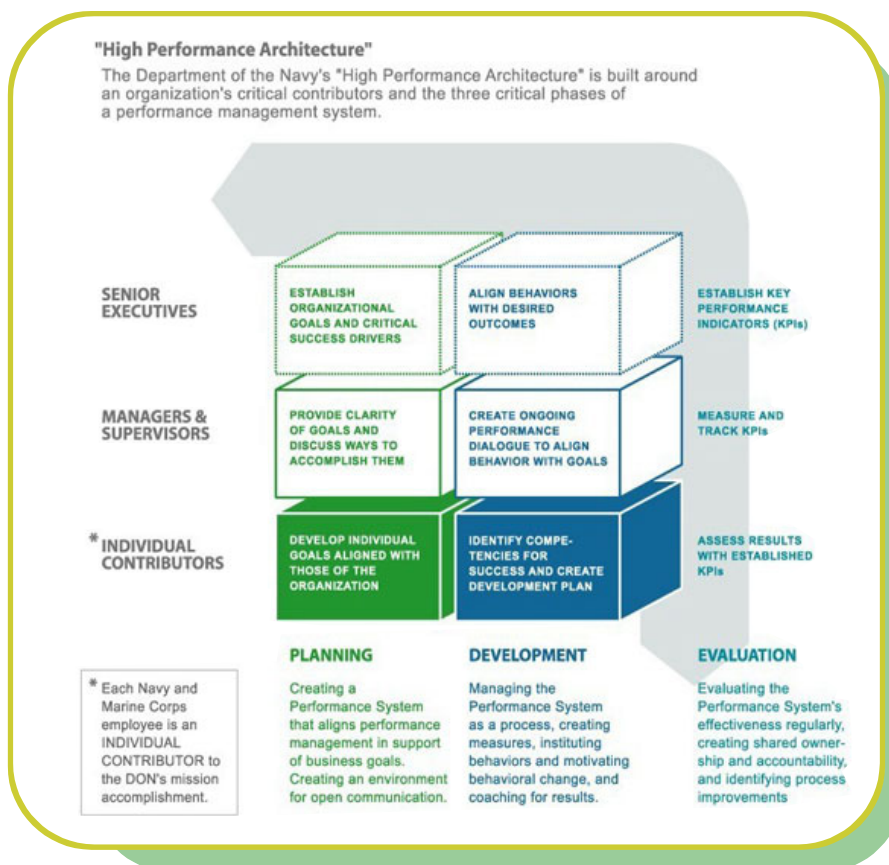
## High Performance Architecture Training Model

(Continued from page 1)

visors, the Navy recommends the courses on managing change, goal setting, managing direct reports, coaching for results, and managing performance. For employees it recommends the courses on managing change, developing a career strategy, goal setting, interpersonal communications: effective communication, and interpersonal communication: listening skills.

Information on the NSPS E-Learning curriculum, classroom training and NSPS technical skill training is available at <https://wwwa.nko.navy.mil>. As additional information becomes available, it will be posted at <https://wwwa.nko.navy.mil>. As additional courses are offered locally, the information will be announced on *Oki News Today* and posted on the Web at <https://ww1.mcbbutler.usmc.mil/chro>

**NOTE:** MCBJ is scheduled to transition to the NSPS in Spiral 2.4.



## DCPDS Defense Civilian Personnel Data System

Story by Information Systems Specialist



Individuals with a Defense Civilian Personnel Data System (DCPDS) user account should log in to the account at least monthly to ensure the account

is not deactivated. Logging in on a monthly basis will also ensure the password is changed periodically. The system automatically notifies a user that the password has expired and will require the password to be changed. Individuals no longer requiring access to DCPDS are required to contact

the Staffing Specialist for their division at the Civilian Human Resources Office (CHRO) and request the account be deactivated. Newly joined employees and active duty military requiring access to DCPDS can download a request form from the CHRO web site at <https://ww1.mcbbutler.usmc.mil/chro/forms.asp>. The employee and his/her supervisor must sign the completed form. U. S. civilian employees and active duty military members must also have the request form signed by the Security Officer, Marine Corps Base, Camp Butler prior to delivering it to the CHRO. The Security Officer is located in the Assistant Chief of Staff, G-3 Office at building 1, Camp Foster. Local national employees can deliver the form to the CHRO after it has been signed by the employee and supervisor.

# How

Story by US Employment/Classification Section

## The CHRO Determines Eligibility and Qualifications Of U.S. Applicants



After a vacancy announcement is closed, all applications received are sorted and alphabetized, and each applicant's name is entered into the employment database. The applications are then forwarded to the appropriate HR Specialist.

The following are the steps the HR Specialist takes to rate an application:

### Step 1

Verify applicant's appointment eligibility and referral status for the vacancy.

### Step 2

Review the qualification standards established by the Office of Personnel Management (OPM) to determine the qualification requirements necessary to perform the duties of the position, such as specialized experience, education requirements, etc. These standards can be found at <http://www.opm.gov/qualifications>.

### Step 3

Make determination of specific requirements such as a college degree, licensing requirement, certification, and/or additional agency requirements. These requirements should be specified in the announcement.

### Step 4

Verify necessary documents are attached such as transcripts, licenses, SF-50, letter of employment, sponsor's PCS orders, certifications, etc. If college degree is required, then verify the school is accredited by the Dept of Education (NOTE: If position requires a degree or if education can be substituted for specialized experience, then a copy of an **official** transcript must be attached to the application)

If position requires office automation skills, then typing speed must be listed somewhere in the submitted paperwork.

### Step 5

Review position description to understand the duties required of the position.

### Step 6

Review application to verify the applicant meets the standards mentioned above.

Review each line of employment history to determine specialized experience or general experience, depending on the qualification standard requirements for the series and grade of the position.

- ◆ Number of months worked (experience block must list years/months worked)
- ◆ Number of hours worked per week (Part-time hours will be prorated. If a range of hours is given, lowest number will be used for crediting purposes.)
- ◆ Position title
- ◆ Duties performed NOTE: If the duties performed relevant to the position for which the applicant is applying were unrelated to the main function of the job previously held (e.g., an engineer performing budget duties), then the specialist looks for a break down by percentage of duties to determine specialized experience.

### Step 7

Determine if time-in-grade requirements are met, if applicable

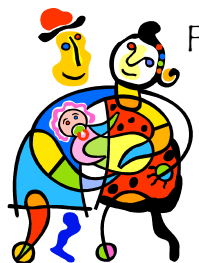
### Step 8

A mathematical calculation is used to determine if someone meets specialized experience, education or combination of both (if applicable).

The HR Specialist will review each applicant's qualifications and do her best to find specialized experience that is relevant to the position. However, the HR specialist will base her decision only on what the applicant has submitted. She will not assume an applicant performed specific duties based on the title(s) indicated or length of experience. Therefore it is very important that each applicant reads the vacancy announcement for specific requirements, follows all directions, and submits a complete application package.

Questions may be directed to the U.S. Employment/Classification Section at 645-7547.

# F M L A



## Family and Medical Leave Act

Story by U.S. Employee & Labor Relations/Benefits Section

The Office of Personnel Management (OPM) issued revisions to the Family and Medical Leave Act of 1993 that take effect June 7.

The Act provided eligible Federal employees with a total of 12 administrative work weeks of unpaid leave annually under the following conditions:

- ◆ birth of a child and care of a newborn;
- ◆ adoption or foster care duties;
- ◆ care of spouse, child, or parent with a serious health condition;
- ◆ or personal serious health condition.

OPM's revisions to the Family and Medical Leave Act include:

### Responsible for notifying

All federal employees are responsible for notifying their agencies prior to taking family medical leave. Employees who are physically or mentally incapable of notifying their employers on the day of an emergency can retroactively invoke leave within 2 workdays after returning to work, if they include written medical documentation.

### 30 days notice

When possible, employees must provide at least 30 days notice before taking leave under the Act. In emergencies, employees need to "provide notice within a reasonable period of time appropriate to the circumstances involved." However, OPM notes that even without notification, the leave cannot be denied or delayed: "Since the law and current regulations require notification

of the need for FMLA leave and allow flexibility for emergency situations, no substantive changes were made in the final regulations."

### Additional Evidence

Other than medical documentation, employees are not required to submit any additional evidence demonstrating a serious health condition. When an agency suspects employee fraud with respect to leave under the Act, it can contact its inspector general office for further investigation.

### Medical Certification

Employees must submit medical certification of a serious health condition (pregnancy and prenatal care fall under the definition of a "serious health condition") no later than 15 calendar days after the date the agency requests it. Where circumstances are beyond the employee's control - if for example, a health care provider fails to complete the certification within the 15-day time frame - employees are granted another 15 days. If the employee fails to provide the appropriate documentation within 30 days, the time off will be counted as annual leave, sick leave or leave without pay.

### 12-week entitlement

Holidays and non-work days falling during the period of leave for the employee will not be counted toward the 12-week entitlement to family and medical leave.

### "Stacking" Leave

Although employees can use their annual and sick leave in addition to their FMLA leave - also known as "stacking" leave - OPM notes that annual leave is subject to the supervisor's approval, and suggests that supervisors and employees communicate with one another on the best course of action.



OPM is also working on regulations to allow employees to take up to 12 weeks of accrued paid sick leave for family needs.



## Restrictions on Employment of Relatives

*Story by JN Employment Unit*

Marine Corps Bases Japan Policy 5-05 (Employment of Relatives) has been implemented effective 1 April 2005. A copy of the policy can be viewed at the MCB website (<https://www1.mcbbutler.usmc.mil/>).

The purpose of this policy is to define the employment of relatives who are covered under the Master Labor Contract (MLC) or the Indirect Hire Agreement (IHA). This policy is applicable to all military members, U.S. civilian

and Japanese national employees of Marine Corps Bases, Stations, Operating Forces or Tenant Commands in Japan.

In accordance with this policy, no management official will appoint, promote, or move an applicant/employee to be under the jurisdiction or control of a management official who is a relative of that applicant/employee.

All applicants/employees are required to complete a questionnaire as a part of the hiring process, which will

provide information on their relatives working at Marine Corps organizations. Management officials should recognize this policy and will be required to provide a certification of understanding prior to approving MLC/IHA personnel actions. Violations of this policy may result in disciplinary action.

Questions regarding the administration of this policy should be directed to the JN Employment Unit at 645-3370.

## Classification TERMINOLOGIES

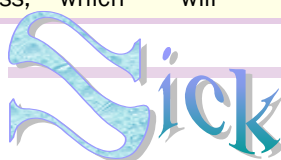
*Story by JN Classification Unit*

This month's MLC/IHA classification terminology chosen is "Foreman." Foremen are positions that involve supervision of subordinate employees paid under Basic Wage Table (BWT) 2, i.e., Crafts, Trades, and Laborers. There are three types of Foremen in MLC/IHA Classification: Foreman A, Foreman B, and Foreman C.

- ◆ **Foreman A** positions are classified one grade above the highest level of non-supervisory workers supervised and have two different sub-categories: Leader and Assistant Lead Foreman.
- ◆ **Foreman B** positions are two grades above the highest level of non-supervisory workers supervised and also have two sub-categories: Lead Foreman and Assistant Foreman.
- ◆ **Foreman C** positions, sometimes referred to as *Foreman*, are the highest supervisory level in BWT 2 and classified three grades above the highest level of non-supervisory workers supervised.

The title of the Foreman position is assigned the non-supervisory title authorized by the description in the manual for the level of work supervised, followed by the term "Foreman A", "Foreman B", and "Foreman C." For example, "Plumber Foreman A." In the next issue, we will cover the sub-categories of each Foreman listed above: Leader, Assistant Lead Foreman, Lead Foreman, Assistant Foreman, and Foreman.

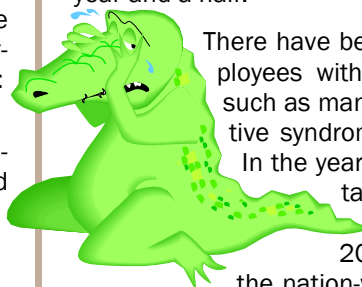
Any questions or assistance on JN Classification may be referred to Ms. Ransen or Ms. Ago at 645-5407.



## Leave for Mental Disorders

*Story by JN Employee/Labor Relations Unit*

MLC/IHA permanent and trial period employees are authorized sick leave with pay for non-duty connected illness or injury for 90 calendar days per illness. Those who are still incapacitated at the end of the 90 calendar day period may be authorized sick leave without pay (SLWOP) for one year and a half.



There have been an increasing number of employees with mental/psychological disorders such as manic-depressive psychoses, vegetative syndrome, etc., in the last three years.

In the year 2003, 46% of SLWOP was mental/psychological related, 26% of that in 2004, and 33% in 2005. Those figures correlate to the nation-wide trend and the working environment may not be the single factor.

If MLC/IHA employees have difficulty dealing with mental stresses regardless of cause, a telephone counseling mental health service by psychologist/psychiatrist is available. It is a toll free number: 0120-73-6060 (Mon-Fri: 1000-2000; Sat: 1000-1800). If the employee wants to call during duty hours, their supervisor must approve it.

If management notices any irrational behaviors that can be a potential problem in the work place, there is an option to request for a fitness for duty examination to be conducted to evaluate his/her condition.

For more details, please contact JN Employee/Labor Relations Unit at 645-3364/3921.

## Reasonable Accommodation

Story by Workforce Development & Diversity Section

The Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

**How** must an individual request a reasonable accommodation?

### Example A

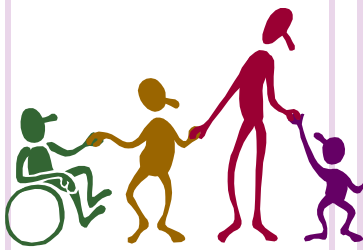
An employee provides documentation and/or tells the supervisor, "I need one week off to get treatment for a back problem." This is a request for a reasonable accommodation.

### Example B

An employee tells her supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." Although this is a request for a reasonable accommodation, the supervisor is responsible to request documents from employee's health professional.

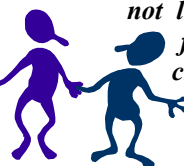
### Example C

A new employee, who uses a wheelchair, informs the employer that her wheelchair cannot fit under the desk in her office. This is a request for reasonable accommodation.



### Example D

An employee tells his supervisor that he would like a new chair because his present one is uncomfortable. Although this is a request for a change at work, his statement is insufficient to put the employer on notice that he is requesting reasonable accommodation because *the employee does not link his need for the new chair with a medical condition.*



While an individual with a disability may request a change due to a medical condition, this request does not necessarily mean that the employer is required to provide the change. A request for reasonable accommodation is the first step in an informal, interactive process between the individual and the employer. In some instances, before addressing the merits of the accommodation request, the employer needs to determine if the individual's medical condition meets the ADA definition of "disability," a prerequisite for the individual to be entitled to a reasonable accommodation.

For more information, please refer to the "EEOC Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act" on the EEOC website at <http://www.eeoc.gov/policy/docs/accommodation.html>.

## Disability Facts



There are just under 50 million people aged 5 and over who have at least one disability.

According to the U.S. Census Bureau, about 4 percent of the total population have a sensory disability involving sight or hearing. Eight percent have physical disabilities that limit their ability to walk or climb stairs.

The Census Bureau is a great resource for managers and EEO professionals. Census data should be used to compare an activity's workforce to the civilian labor force; a step in the right direction for creating a model EEO program! Visit the bureau at their website: [www.census.gov](http://www.census.gov).

U.S. Census Bureau



*"The single most important ingredient in the formula of success is knowing how to get along with people."*

*Theodore Roosevelt*



## Annual POSH Training

Have you taken the Prevention of Sexual Harassment (POSH) training this year? Annual POSH training is mandatory for all U.S. Appropriated Fund Civilian employees (GS, WD, WG, WL, WS). Complete your training online by visiting the MCB Butler website at: <https://ww1.mcbbutler.usmc.mil/chro/training/posh/eeo%20posh.ppt>. If you encounter any problems, please contact the EEO Office at 645-5422 or email: [MCBBUTLEREEO@mcbbutler.usmc.mil](mailto:MCBBUTLEREEO@mcbbutler.usmc.mil).

## CHRO

*Civilian Human Resources Office*

UNIT 35020  
MCB Camp S. D. Butler  
FPO AP 96373-5020  
Fax: 645-7115/7789  
Commercial: 011-81-611-745-7115/7789  
Email: [chro@mcbbutler.usmc.mil](mailto:chro@mcbbutler.usmc.mil)

*WE'RE ON THE WEB!*

*[WWW.MCBBUTLER.USMC.MIL](http://WWW.MCBBUTLER.USMC.MIL)*

### CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**

EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**

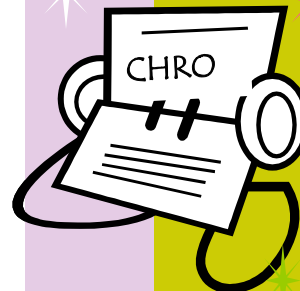
JN Classification: **645-5407**

JN Employee/Labor Relations:  
**645-3364/3921**

**IWAKUNI Satellite Office**

U.S. Section: **253-6828**

JN Section: **253-5691**



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## TRAINING COURSES COMING UP

### JUNE:

#### \*\*\*MCB Butler\*\*\*

- ♦ U.S. New Employee Orientation — **2 Jun**
- ♦ POSH (Prevention of Sexual Harassment Training) — **2 Jun**
- ♦ LAD (Language Allowance Degree) Test — **3 Jun**
- ♦ Priority Training (Franklin Covey) for Japanese National Employees — **15-16 Jun**
- ♦ Basic Position Classification — **20-24 Jun**
- ♦ How to Write a Position Description — **28 Jun**

#### \*\*Iwakuni \*\*

- ♦ Organizational Communication — **20-22 Jun**

### JULY:

#### \*\*\*MCB Butler\*\*\*

- ♦ LAD (Language Allowance Degree) Test — **6 Jul**
- ♦ 7 Habits of Highly Effective People for JN Employees— **12-15 Jul**
- ♦ Mentoring Training — **Date to be determined**

#### \*\*Iwakuni \*\*

- ♦ EEO For Managers and Supervisors — **12 Jul**



Call 645-7689 or e-mail [chrotraining2@mcbbutler.usmc.mil](mailto:chrotraining2@mcbbutler.usmc.mil)  
(MCBBUTLER CHRO Training on Global Address List) for questions.



Training announcements on the Web:

<https://ww1.mcbbutler.usmc.mil/chro/chrodata/training.asp>

